ODTA TRAINING

I Marine Expeditionary Force DTS HELP DESK
I Marine Expeditionary Force (I MEF)
IMEFDTShelpdesk@usmc.mil
Comm: 760-725-4560 DSN: 365

Agenda

- ODTA Responsibilities
- How to join and detach Marines
- Assisting with Authorizations and Vouchers
- Standard practice for ODTA
- Working reports
- Know your role

RESPONSIBILITIES

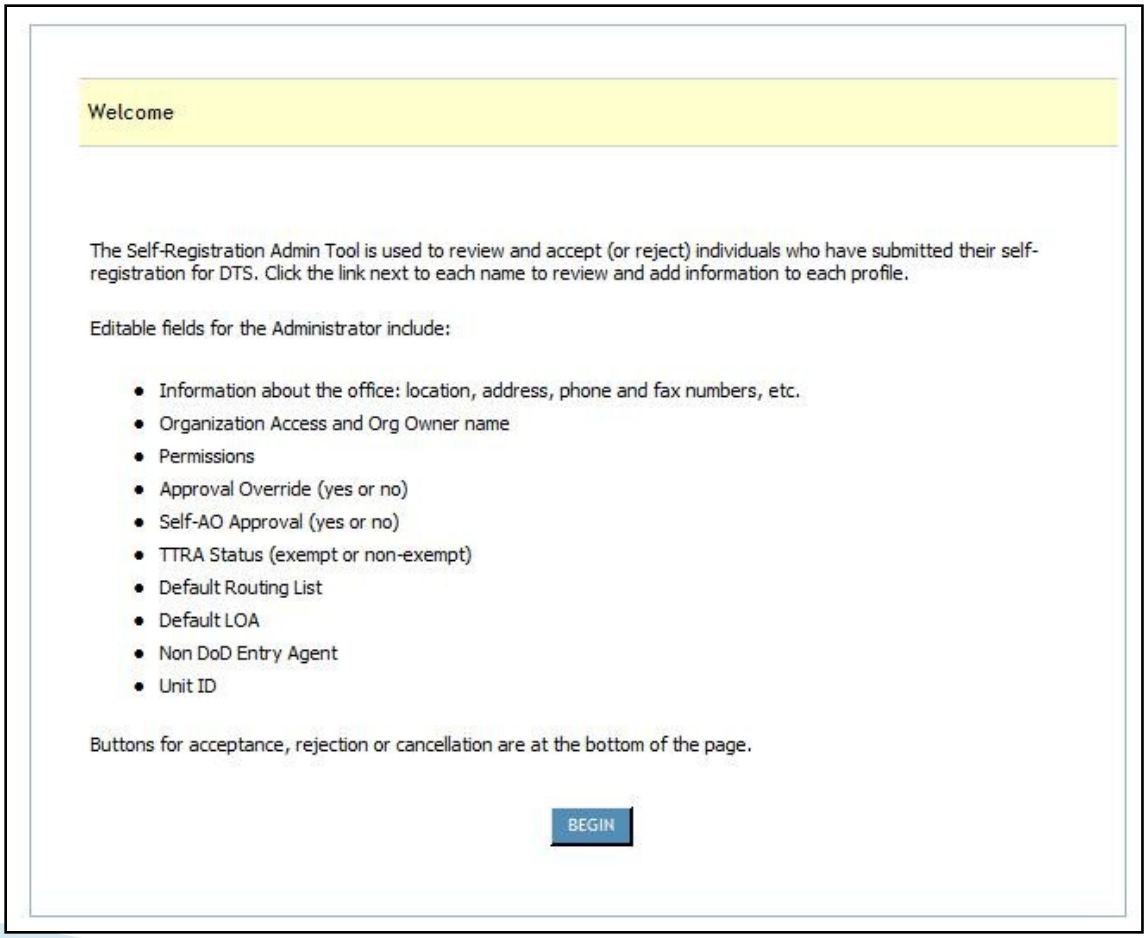
- Provide customer support regarding system operation, procedures, and entitlements
- Retain DD Form 577 appointment/termination letters and training certificates for DTAs, Routing Officials, and NDEAs.
- Maintaining traveler profile information (mailing addresses, phone numbers, government credit card numbers)
- Ensure proper user/traveler training of DTS
- Run the Un-Submitted Voucher report as well as the Approved Status report weekly and forward the report to appropriate Routing Officials. (Approved Status report is used to identify Rejects/EFT Returns)

How to join travelers

- Two ways to join Travelers
  - http://www.i-mef.usmc.mil/external/imef-01/defense_travel_system_dts_training.jsp
  - Self registration Admin Tool

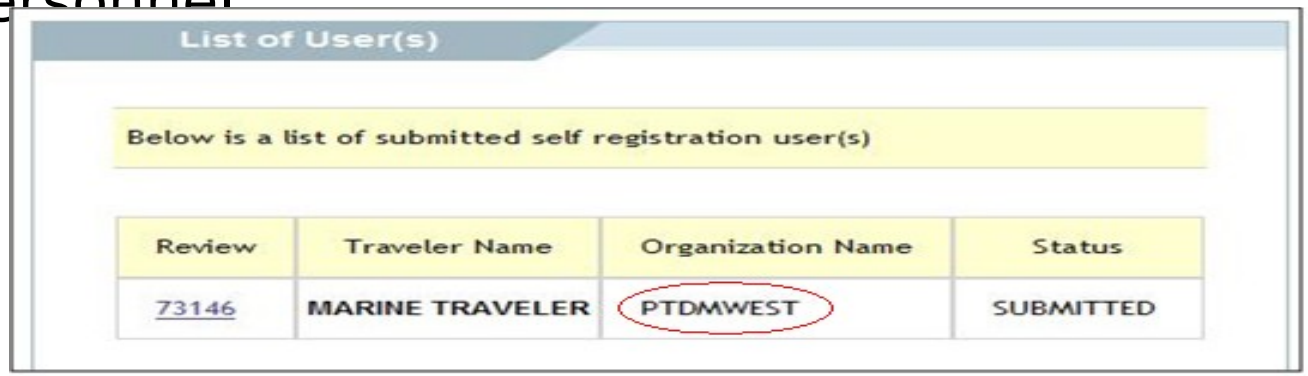
Self Registration cont.

- Select Begin at the bottom or the page


Welcome
The Self-Registration Admin Tool is used to review and accept (or reject) individuals who have submitted their self-registration for DTS. Click the link next to each name to review and add information to each profile.
Editable fields for the Administrator include:
Information about the office: location, address, phone and fax numbers, etc.
Organization Access and Org Owner name
Permissions
Approval Override (yes or no)
Self-AO Approval (yes or no)
TTRA Status (exempt or non-exempt)
Default Routing List
Default LOA
Non DoD Entry Agent
Unit ID
Buttons for acceptance, rejection or cancellation are at the bottom of the page.
BEGIN

Self Registration cont.

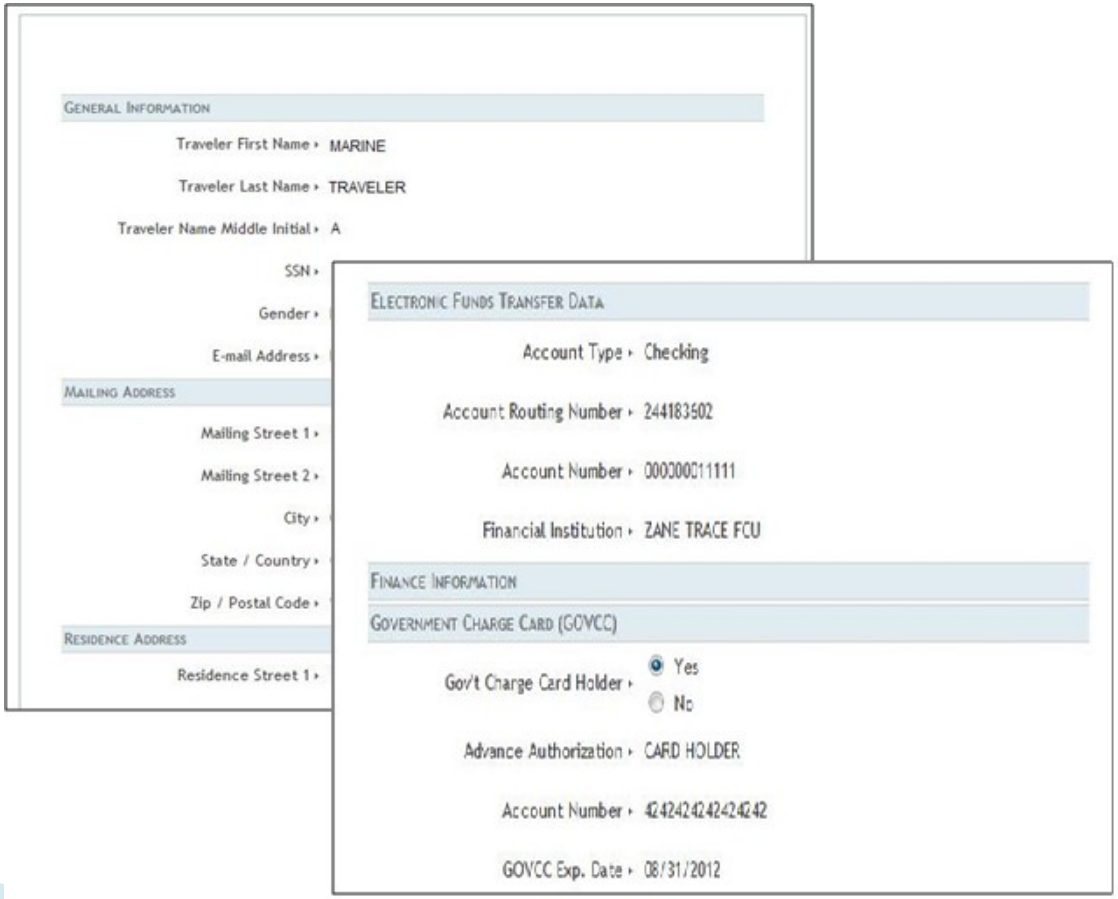
- Find your organization name and review your personnel



- Select the hyperlink on the left to the name to begin review of profile created by member
  - If no profiles appear then there are no traveler profiles awaiting to be joined

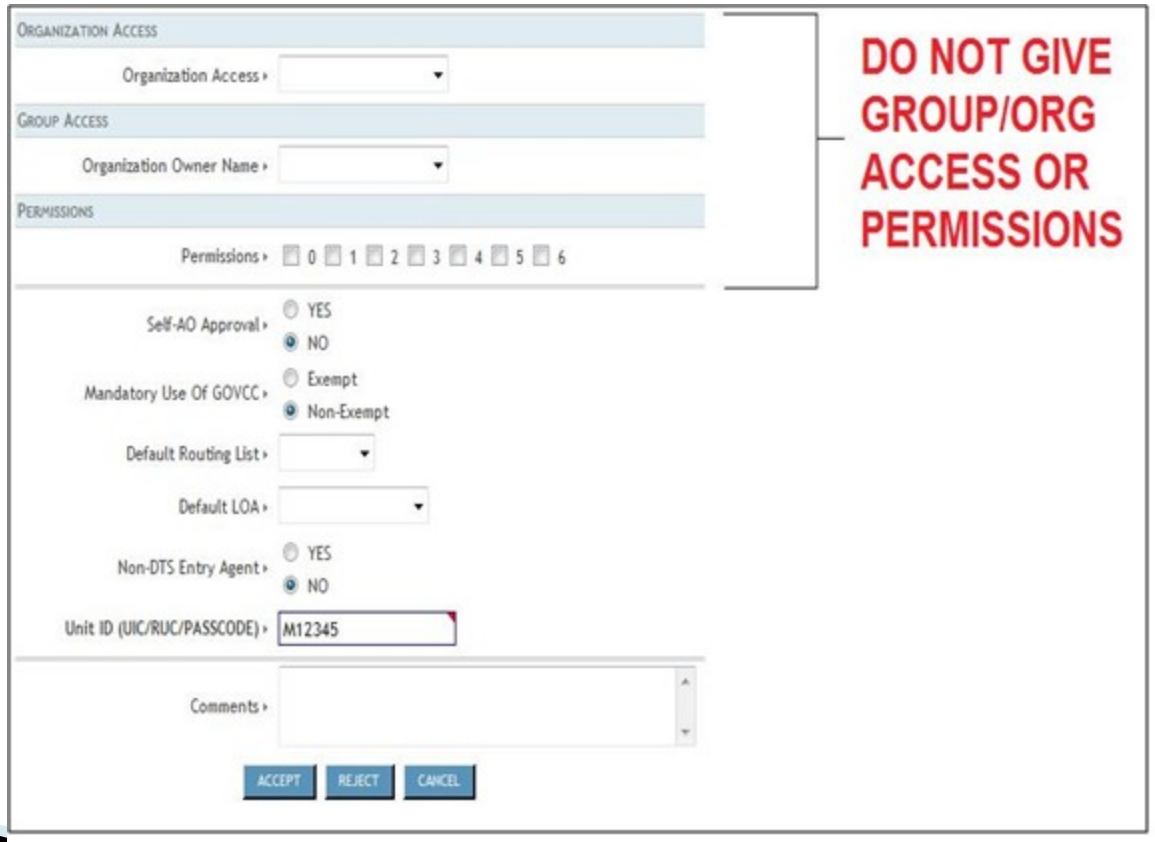
Self Registration cont.

- Review the information
  - Key things to look for: Valid e-mail address, EFT account info, GOVCC (Verify with GOVCC coordinator to see if traveler is a GOVCC carrier)



Self Registration cont.

- Do not issue permissions or access to anyone. If someone needs permissions then they must be appointed by the Commanding Officer via DD577.



Assisting with Authorizations

ODTA's provide first hand knowledge on what is required for the organization

- ODTA's
  - Create edit and set-up travel arrangements
  - Cannot update EFT or GOVCC on profiles
  - T-Enter on behalf of travelers
    - Ensure funding letters, exceptions to standard business policy are annotated, certificates on non-availabilities

  ODTA's also have the additional responsibilities of ensuring a voucher is complete within the five business day window. MEF policy letter states two days!

- NDEA's
  - Create edit and set-up travel arrangements
  - Can not update EFT or GOVCC on profiles
  - T-Enter on behalf of travelers
    - Ensure funding letters, exceptions to standard business policy are annotated, certificates on non-availabilities

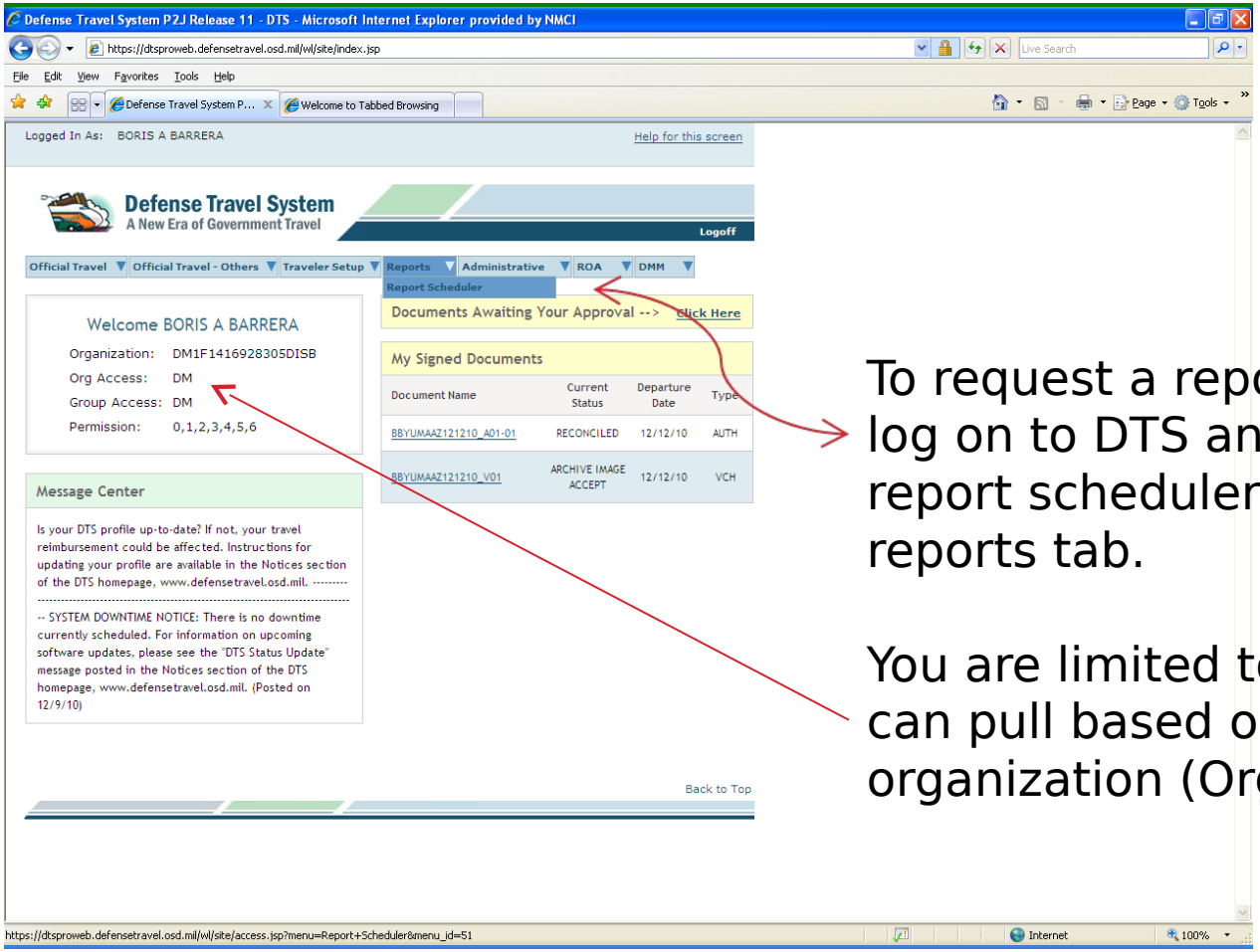
Standard Practices

- Do profile searches prior to detaching travelers
- Allow travelers to complete their own authorizations and vouchers
- Assist as the Tier 1 helpdesk to your organization users and travelers
- Provide training to your units by utilizing the PowerPoint's found on the 1MEF DTS helpdesk website
- Do weekly report maintenance and follow-up to ensure they are being worked
- Do not bend or “hook-up” travelers by doing everything for them, but do assist them.
- Do not create anyone’s profiles. Only exception are non-CAC card travelers
- Do not give anyone group or Organization access

Reports

- The reports feature in the Defense Travel System creates reports pertaining to all travel documents that have been entered or restored into the system within the past 15 months.
  - Administrators may use reports to monitor and control travel within an organization
- Report scheduler generates the requested reports at a scheduled time, and then notifies the requestor by e-mail when the report is complete.
- Three main reports that must be pulled on a monthly bases.
  - Unsubmitted voucher- List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED
  - Routing Status- Current status of all documents in routing, the next stamp that each document is awaiting, and the number of days that have passed since the document was last stamped.
  - Approved status- Data for an organization about documents that were stamped APPROVED within a date range not to exceed 31 days.

Requesting your reports

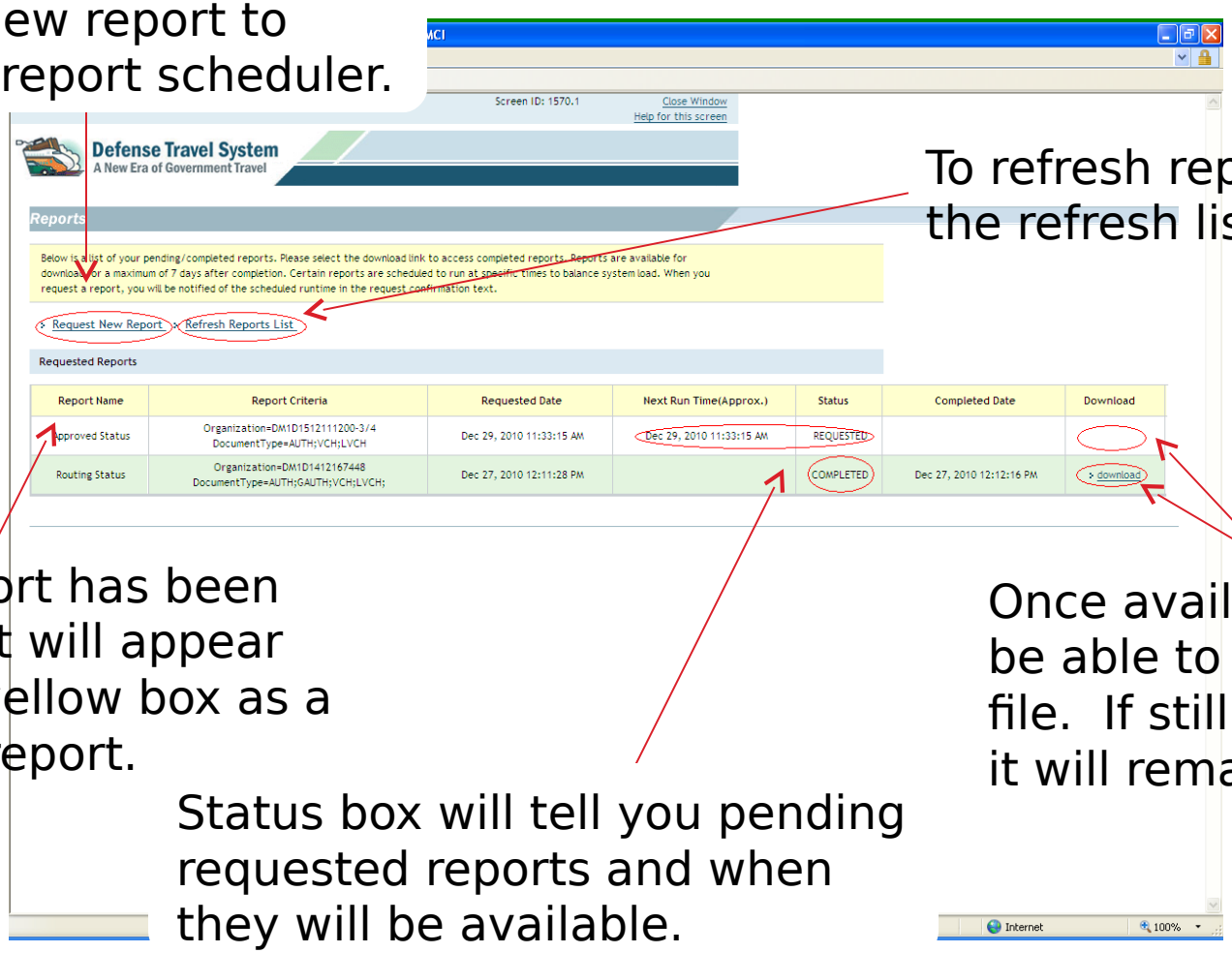

Defense Travel System P2J Release 11 - DTS - Microsoft Internet Explorer provided by NMCI
https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Logged In As: BORIS A BARRERA
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
ROA
DMM
Report Scheduler
Welcome BORIS A BARRERA
Organization: DM1F1416928305DISB
Org Access: DM
Group Access: DM
Permission: 0,1,2,3,4,5,6
Documents Awaiting Your Approval --> Click Here
My Signed Documents
Document Name
Current Status
Departure Date
Type
BBYUMAAZ121210_A01-01
RECONCILED
12/12/10
AUTH
BBYUMAAZ121210_V01
ARCHIVE IMAGE ACCEPT
12/12/10
VCH
Message Center
Is your DTS profile up-to-date? If not, your travel reimbursement could be affected. Instructions for updating your profile are available in the Notices section of the DTS homepage, www.defensetravel.osd.mil.
-- SYSTEM DOWNTIME NOTICE: There is no downtime currently scheduled. For information on upcoming software updates, please see the "DTS Status Update" message posted in the Notices section of the DTS homepage, www.defensetravel.osd.mil. (Posted on 12/9/10)
Back to Top
https://dtsproweb.defensetravel.osd.mil/wl/site/access.jsp?menu=Report+Scheduler&menu_id=51
Internet
100%

To request a report you need to log on to DTS and pull up the report scheduler under the reports tab.

You are limited to the reports you can pull based on your organization (Org) access.

Report scheduler page

Request new report to enter the report scheduler.


Screen ID: 1570.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Reports
Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.
Request New Report
Refresh Reports List
Requested Reports
Report Name
Report Criteria
Requested Date
Next Run Time(Approx.)
Status
Completed Date
Download
Approved Status
Organization=DM1D1512111200-3/4 DocumentType=AUTH;VCH;LVCH
Dec 29, 2010 11:33:15 AM
Dec 29, 2010 11:33:15 AM
REQUESTED
Routing Status
Organization=DM1D1412167448 DocumentType=AUTH;GAUTH;VCH;LVCH;
Dec 27, 2010 12:11:28 PM
COMPLETED
Dec 27, 2010 12:12:16 PM
download
Internet
100%

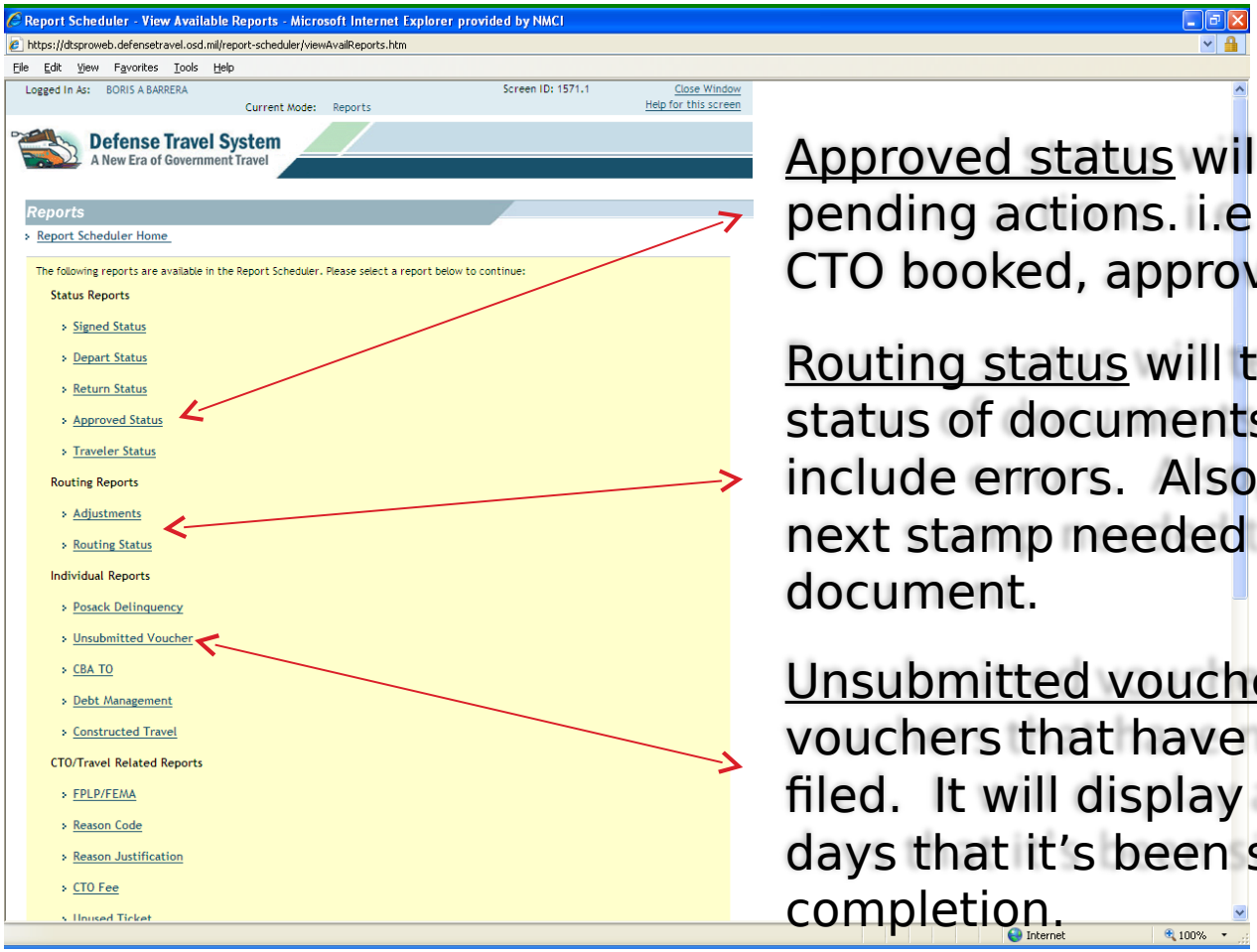
To refresh reports click the refresh list tab

Once a report has been requested it will appear under the yellow box as a requested report.

Status box will tell you pending requested reports and when they will be available.

Once available you will be able to download the file. If still pending then it will remain blank.

Reports to pull



Approved status will tell you what is pending actions. i.e. traveler signature, CTO booked, approved

Routing status will tell you the current status of documents being routed to include errors. Also, it will tell you the next stamp needed to process the document.

Unsubmitted voucher provides a list of vouchers that have not been signed or filed. It will display authorizations with days that it's been since trip completion.

Routing Status Report

Information for report pulled

What status is pending

Status

Days in status

Report Title: Routing Status
Report Run Date: Mon Dec 27 12:11:28 EST 2010
Search Criteria:
Organization=DM1D1412167448 DocumentType=AUTH;GAUTH;VCH;LVCH; DaysThreshold=5 IncludeSubOrgs=Y Ssn=

Organization Name	Traveler Last Name	Traveler First Name	Traveler	Document T	TANUM	Document Name	Current Status	Current Status Date	Awaiting Status	Number Of Days
DM1D1412167448NAHQ	HARVEY	ERIC	L	GAUTH		EHUNK12061045208	CREATED	6/12/2010	SIGNED	198
DM1D1412167448NAHQ	ORTIZ	CARLOS	B	GAUTH		COUNK11011061024	CREATED	1/11/2010	SIGNED	350
DM1D1412167448NAHQ	BOUCHER	WAYNE	C	GAUTH		WBUNK31080747632	CREATED	8/31/2007	SIGNED	1214
DM1D1412167448NAHQ	BOUCHER	WAYNE	C	GAUTH		WBUNK31080747628	CREATED	8/31/2007	SIGNED	1214
DM1D1412167448NAHQ	BARNA	MICHAEL	M	GAUTH		JBOTHERIRQ080907_G01	CANCELLED	8/9/2007	SIGNED	1236
DM1D1412167448NAHQ	BENOWICZ	ROBERT	E	GAUTH		BWCAMPPENDLET073007_G01	RETURNED	8/3/2007	SIGNED	1242
DM1D1412167448NAHQ	RAMOS	RANDY	E	GAUTH		RRALASADABIEO100106_G02	CREATED	6/20/2007	SIGNED	1286
DM1D1412167448NAHQ	DELEEUW	CRAIG	N	GAUTH		CDALTAQADDUMI061307_G01	CREATED	6/5/2007	SIGNED	1301
DM1D1412167448NA7	HANNIGAN	JOHN	T	GAUTH		JHUNK06020841164	CREATED	2/6/2008	SIGNED	1055
DM1D1412167448NA7	SINCLAIR	JOSEPH	M	GAUTH		JSOTHERIRQ012807_G01	CREATED	9/10/2007	SIGNED	1204
DM1D1412167448NA7	LYNN	ROBERT		GAUTH		RLOTHERIRQ012807_G01	CREATED	9/10/2007	SIGNED	1204
DM1D1412167448NA7	TELEHA	THOMAS	M	GAUTH		TTALASADABIEO100106_G01	RETURNED	6/28/2007	SIGNED	1278
DM1D1412167448NA5	NJENTO	PATRICE	N	GAUTH		PNUNK09021037669	CREATED	2/9/2010	SIGNED	321
DM1D1412167448NA5	JENNINGS	DALE	T	GAUTH		DJUNK15011042261	CREATED	1/15/2010	SIGNED	346
DM1D1412167448NA5	TILLIE	JASON	R	GAUTH		JTUNK10060948936	CREATED	6/10/2009	SIGNED	565
DM1D1412167448NA5	MARTINEZRODRGUEZ	JUAN	M	GAUTH		JMUNK19110858866	CREATED	11/19/2008	SIGNED	768
DM1D1412167448NA5	WHITAKER	DEVIN	J	GAUTH		DWUNK28010867419	CREATED	1/28/2008	SIGNED	1064
DM1D1412167448NA5	EDISON	DAVID	L	GAUTH		DEOTHERIRQ031507_G01	CREATED	9/14/2007	SIGNED	1200
DM1D1412167448NA5	SALAZAR	RENE	A	GAUTH		RSBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	VERHELST	KALIN	J	GAUTH		KVBAGHDADIAPB031507_G01	RETURNED	9/28/2007	SIGNED	1186
DM1D1412167448NA5	HOLZINGER	DENNIS	A	GAUTH		DHBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	ALEJO	MICHAEL	M	GAUTH		MABAGHDADIAPB031507_G01	CANCELLED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	MADDOCKS	KENNETH	R	GAUTH		KMBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	BOUREOIS	KYLE	J	GAUTH		KBBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	BELLEFEUILLE	BRANDON	J	GAUTH		BBBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	VEGA	JAIME		GAUTH		JVBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	NGOV	CHI	V	GAUTH		CNBAGHDADIAPB031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	HEIMANN	MATTHEW	R	GAUTH		MHQWESTIEONLY031507_G01	RETURNED	9/15/2007	SIGNED	1199
DM1D1412167448NA5	CABLAYAN	ALAN	R	GAUTH		ACBAGHDADIAPB031507_G01	CANCELLED	9/15/2007	SIGNED	1199
DM1D1412167448NA3L	MUNCHBACH	JOSHUA	E	GAUTH		JMUNK29091045980	CREATED	9/29/2010	SIGNED	89
DM1D1412167448NA3A	ALLIANO	CHRISTOPHER	R	GAUTH		CAUNK15080767302	CREATED	8/15/2007	SIGNED	1230
DM1D1412167448NA1T	GONZALEZ	JOSE	J	GAUTH		JGALASADABIEO041207_G01	AUDIT PASS	12/13/2007	SIGNED	1110
DM1D1412167448NA1L	JOHNSTON	ZACHARIAH	L	GAUTH		ZJUNK13020841547	CREATED	2/13/2008	SIGNED	1048
DM1D1412167448NA113B	EDGAR	TIMOTHY	R	GAUTH		TEALSAHRAIEON063007_G01	ADJUSTED	9/15/2007	SIGNED	1199
DM1D1412167448NA11	DOCTOLERO	RAMAGHNIB	C	GAUTH		RDUNK28120878769	CREATED	12/28/2008	SIGNED	729
DM1D1412167448NA1	HAGER	MATTHEW	C	GAUTH		MHUNK31031054349	CREATED	3/31/2010	SIGNED	271
DM1D1412167448NA1	NGUYEN	BRYAN	D	GAUTH		BNUNK10030963587	CREATED	3/10/2009	SIGNED	657
DM1D1412167448IDIVUS	COLLVER	GEOFFREY	A	GAUTH		GCTWENTYNINEP100610_G01	CREATED	9/10/2010	SIGNED	108

Working the report

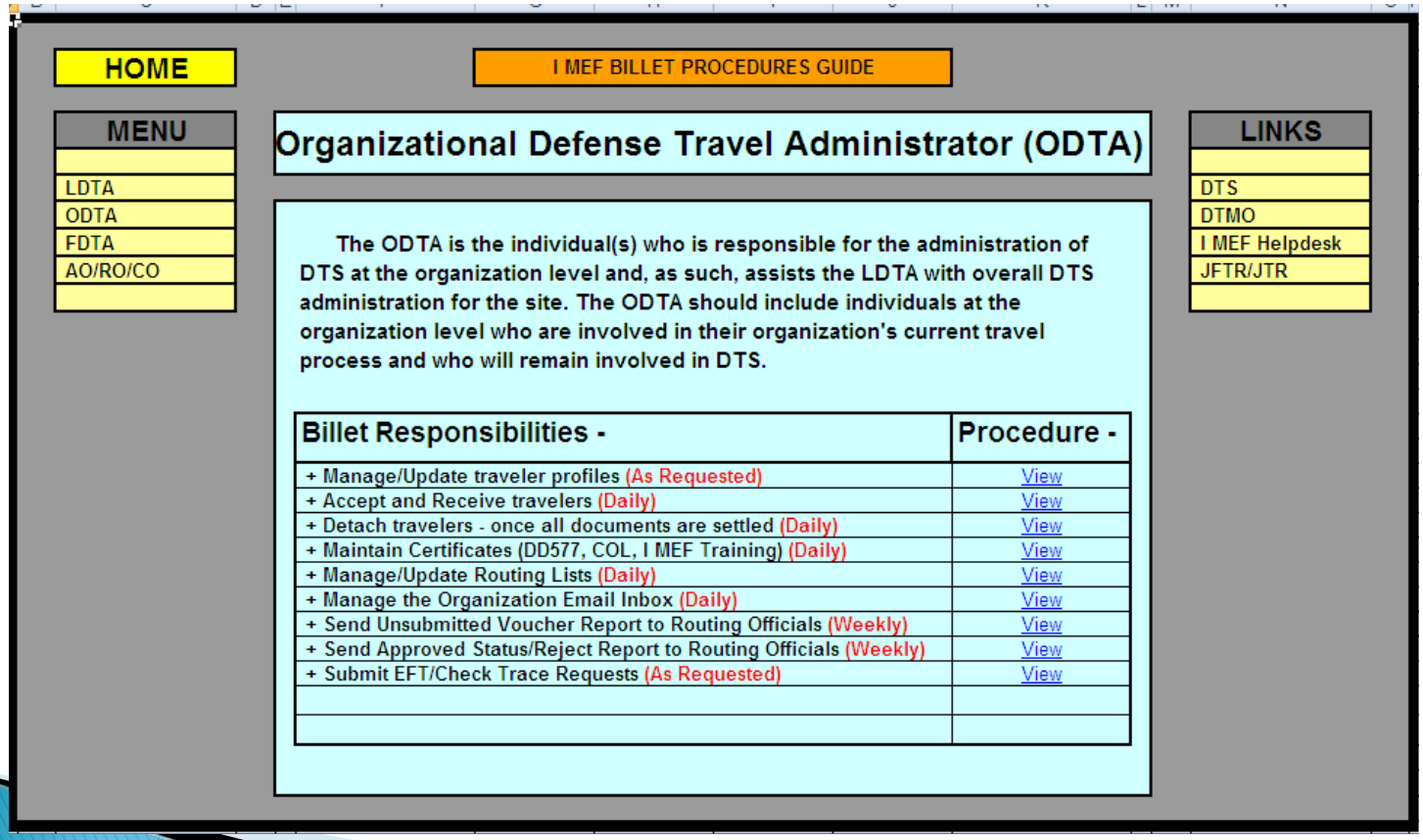
- Now that you have pulled your reports you must begin to clear the vouchers. Some are simple fixes involving T-ENTERING or SIGNING the documents with new updated routing lists or simply removing/ deleting authorizations that never took place.

DM1D1412167448NA3L	SALDANA	ROGELIO		VCH	0YO0F0	RSBRIDGEPORTC031410_V01-01	CREATED	9/28/2010	SIGNED	90
DM1D1412167448NA3L	SUBILLIE	BRATLINO	J	VCH	0YHTYN	BSOKINAWAPREF121208_V01	REVIEWED	11/19/2010	APPROVED	38

- As ODTA's you must update the routing lists before attempting to clear reports and know where the document must be submitted otherwise you will be sending them up incorrect lists with still no resolution.
- Older documents will require additional support from the FDTA's to reactivate budgets labels that may have already been closed.
- Clearing reports does not fall on just the ODTA's plate of responsibilities. Have the Approving Officials assist since they too will be required to review documents.
- If you encounter a reject or error then please contact the Tier II helpdesk with the error given and the document/travelers information.

Know your role

- Know your role is found on the IMEF DTS website to assist you with your daily functions as an ODTA.
- http://www.i-mef.usmc.mil/external/imef-01/defense_travel_system_dts_training.jsp


HOME
I MEF BILLET PROCEDURES GUIDE
MENU
LDTA
ODTA
FDTA
AO/RO/CO
Organizational Defense Travel Administrator (ODTA)
The ODTA is the individual(s) who is responsible for the administration of DTS at the organization level and, as such, assists the LDTA with overall DTS administration for the site. The ODTA should include individuals at the organization level who are involved in their organization's current travel process and who will remain involved in DTS.
Billet Responsibilities -
Procedure -
+ Manage/Update traveler profiles (As Requested) View
+ Accept and Receive travelers (Daily) View
+ Detach travelers - once all documents are settled (Daily) View
+ Maintain Certificates (DD577, COL, I MEF Training) (Daily) View
+ Manage/Update Routing Lists (Daily) View
+ Manage the Organization Email Inbox (Daily) View
+ Send Unsubmitted Voucher Report to Routing Officials (Weekly) View
+ Send Approved Status/Reject Report to Routing Officials (Weekly) View
+ Submit EFT/Check Trace Requests (As Requested) View
LINKS
DTS
DTMO
I MEF Helpdesk
JFTR/JTR

Key points to remember

- If you are T-ENTERING a voucher ensure that you have a signed 1351-2 to accompany the claim.
- Do not hesitate or move to the next claim just because the member is in a due US status.
- Receipts are big but do no good if you can’t read them, make sure that they are legible when uploaded or scanned and have the travelers make notes to what they are uploading.
- If you have questions regarding entitlements please refer to the JFTR or contact the DTS Tier II helpdesk for further guidance.

- Questions?

  - **Email**
    - **IMEFDTSHelpdesk@usmc.mil**
  - **Telephone**
    - **(760)763-7154, 7157, 7152**
  - **DTS Website**
    - **http://www.imef.usmc.mil/external/imef01/defense_travel_system.jsp**